

D2 JOINT COMMITTEE FOR ECONOMIC PROSPERITY

Follow up to D2N2 Strategic Leaders' Meeting

1. PURPOSE OF REPORT

- 1.1 To provide a summary of the discussion and outputs from the D2N2 Strategic Leaders' Meeting which took place on 10 February and set out the proposed areas of work to support discussion

2. DISCUSSION/ DECISION REQUIRED BY THE MEETING

- 2.1 **It is requested the Joint Committee considers the content of this report – and related attachments - and agrees proposals for taking forward joint work with N2 leaders, including the formation of a D2N2 Joint Committee.**

3.0 ISSUES

- 3.1 The leaders of all 19 D2N2 local authorities met on 10 February to consider and agree proposals for future joint working. Discussion was accompanied by brief presentations from relevant chief executives/ strategic directors which summarised the rationale for more co-ordinated and formal joint working and three proposed areas of activity: Transport; Employment and Skills; One Public Estate. Although circulated previously, a copy of the presentations is provided at Appendix A for ease of reference.
- 3.2 The general benefits of more formal working through a joint committee were noted as being:
- Opportunities to lever greater external funding
 - Generating greater influence in the Midlands Engine region and nationally
 - Creating opportunities for economic growth and encouraging greater private sector investment
 - Enhancing the efficiency and effectiveness of local government and maximising value for money
- 3.3 Round table discussions took place around each of the three areas of activity and the outputs are provided in full at Appendix B. In summary, however, the key themes emerging from the discussion are:

General

- There appears to be strong support for progressing joint working – ie a joint committee arrangement that provides an arena for strategic debate and co-ordinated activity with a clear purpose of ‘enabling growth and supporting regeneration ambitions’.
- The Committee needs to focus on action and ‘making a difference’
- The Committee will add value in holding together the dialogue and liaison across the wider, complex environment of Midlands Engine, Midlands Connect, East Midlands Council, LEP and HS2, helping influence how funding is maximised, prioritised and spent in the region. Links to the strategic planning function are important (key role of local authorities).
- The Joint Committee would provide a strong, single voice for D2N2 with government and other agencies
- Strong support for the three proposed themes: transport, skills and One Public Estate but with the suggestion of additional work streams around housing and economic growth/ business support. Strong links to the strategic planning function in relation to housing and transport were also supported.

Governance

- There is an acceptance from Leaders that structures and governance will be needed to ensure all local authority efforts are marshalled effectively. However there is strong request not to get hung up on governance in the short term. *(NB: it was noted that draft terms of reference have been prepared and were agreed to be recirculated for information)*
- A need to focus on building trust and nurturing relationships came out strongly in the discussion. This would emerge naturally through ‘action’.
- Communication – critical aspects are around pace and scale needed to keep everyone informed, without cumbersome/ multiple membership of Boards. Scope for the role of an ‘executive’. Need to carefully consider resources.

Transport

- Strong support expressed for the work stream but significant lack of understanding on how partnership arenas such as Midlands Connect, the Midlands Engine, HS2 Board and the East Midlands Council fit together– and whether/ where there is duplication or gaps.
- Need to develop a clear, prioritised plan for delivery – would help explain proposals to residents and businesses

Employment and Skills

- Significant support expressed for the work stream but discussion seemed to draw out a greater number of challenges and issues. There was consensus that much debate had already taken place – now need to focus on action.
- Proposals to identify a small number of key actions and implement them; even if on a pilot basis.
- Key action area suggested around apprenticeship levy and standards for public sector.
- Local authorities need greater input into needs assessment.
- Strategically, need greater to have a clear picture of what future economy looks like (and what the demands will be).

One Public Estate

- Need greater clarity on core purpose of the OPE programme – is it handle marketing and sales, save money, use of assets, generate income?
- Helping address housing delivery issues will be important focus.
- Other concern around practicalities of the work, links to, and the willingness of, other partners and more specifically, links to the planning process (local plans and broader regeneration ambitions)

4.0 NEXT STEPS

4.1 Suggestions emerging from the round table session included:

- Getting on with the three proposed work streams.
- Developing housing and business/ economic growth work streams.
- Inherent tension between a proposal to move forward more slowly, building trust and focusing on action (with form following function) versus the need to a 'quality outfit' that means business with the appropriate amount of co-ordination and secretariat support.
- In either scenario, there is strong consensus around being action-focused and making a real difference.
- Chair of LEP to be a partner in arrangements and to support the direction of travel.

4.2 D2 Leaders should note that a more recent meeting of the N2 Economic Prosperity Board on 24 February agreed a number of key actions (in lieu of receiving written feedback from the D2N2 round table session). These actions included: the development of a regional (D2N2) Public Sector Skills Levy Working Group which would consider options and opportunities arising from the Levy e.g. joint standards, procurement etc; and Cllr Cheryl Butler being nominated as 'skills champion' to secure district member input into the Skills & Employment Strategy and the proposed D2N2 Governance review.

5.0 RECOMMENDATIONS

5.1 That the Joint Committee notes the contents of the report and specifically considers/ agrees as appropriate the forward actions in relation to:

- **Agreeing to continue joint working with N2 local authorities in the form of a 'shadow' joint committee; working informally within the scope of the draft Terms of Reference (attached) but with a view to formally adopting the Terms in the near future, once relationships have been further embedded and the functions have been more clearly established.**
- **Confirming the three proposed work streams (transport, employment and skills and One Public Estate).**
- **Considering and proposing, as appropriate, additional work streams around housing delivery and economic development**
- **Agreeing to develop a Public Sector Skills Levy Working Group**
- **Nominating an appropriate local authority officer for each work stream from either D2 or N2 local authorities to lead and/ or support the agreed work streams: *NB noting the Allen Graham is currently leading activity around employment and skills for D2N2 and Derbyshire County Council has been identified as the potential transport lead for D2N2.***
- **Agreeing the development of strategic infrastructure plan for D2N2, either linking or integrating the work of existing Derbyshire Infrastructure Investment Plan and the Derby Infrastructure Delivery Plan (see report at agenda item 8)**
- **Agreeing and nominating a commensurate district member representative to be 'skills champion' for D2 and provide input into the D2N2 Skills & Employment Strategy**
- **Noting the continuing work of the D2N2 strategic officers working group (currently attended by the upper tier authorities) in providing co-ordination to the work of the shadow Joint Committee and consider whether there is a need to confirm a district representative in the working group.**

OUTPUTS FROM D2N2 STRATEGIC LEADERS' MEETING

ROUND TABLE DISCUSSION, 10 FEB 2017

Leaders from across the 19 D2N2 local authorities undertook group discussions to explore the potential for joint working around: transport; skills; one public estate.

Discussion was supported by an initial, brief presentation from chief officers in relation to each of the proposed workstreams. The following key themes emerged from the discussion and the 'verbatim' outputs are set out below:

KEY THEMES

- Strong support for going forward with joint working with an acceptance that structures and governance will be needed to ensure all local authority efforts are marshalled effectively. However there is strong request from Leaders not to get hung up on governance in the short term.
- A need to focus on building trust and nurturing relationships came out strongly in the discussion. This would emerge naturally through 'action'.
- Strong support for the three proposed themes: transport, skills and One Public Estate but with the suggestion of additional workstreams around housing and economic growth/ business support.
- In terms of transport, strong support was expressed for the workstream but there still appears to be a significant lack of understanding on how other partnership arenas such as Midlands Connect, the Midlands Engine, HS2 Board and the East Midlands Council all fit – and whether/ where there is duplication or gaps. The Joint Committee was seen as a useful arena in which to hold it all together.
- In terms of skills, again, significant support was expressed but discussion seems to have drawn out a greater number of challenges and issues. The main general theme which emerged was one of 'action' – there was consensus that much debate had already been had but it was now time to identify a small number of key actions and implement them; even if it is on a pilot basis.
- In terms of One Public Estate, greater levels of concern appear to have been expressed on the practicalities of the work, links to, and the willingness of, other partners and more specifically, links to the planning process (local plans and broader regeneration ambitions)

Transport

GROUP 1

- Connecting local authorities better with Midlands Engine, is worth it so we speak with the same voice
- A broader transport infrastructure plan for the area is a good idea and how we fit into it
- Who holds the money – governance agreements rely on LEP/accountable body arrangements. Is Midlands Connect going to have the power to hold budgets etc? Where does the money sit? How do we access it?
- How is HS2 Board connecting with us and other bodies on connectivity to HS2 and growth opportunities for the wider area?

- There is a void in knowledge around progress of HS2 – need to avoid duplication
- Where will strategic planning sit and who is going to do it? Midlands /EM + WM ? D2N2 / Derby and Derbyshire, Notts and Nottingham. How do planning authorities link into this?
- Joint Committee needs to hold it all together and make sense of how things inter-relate (Midlands Engine, EM Council, D2N2 LEP etc)
- What about a housing workstream?
- What about an economic growth and business workstream?

GROUP 2

- ❖ Engagement with local authorities
- ❖ What are the tangibles? Midlands Engine vs Midlands Connects. If ME is driven by LEPs, how are local authorities to influence?
- ❖ Tension between gov't view on ME being a non-LA and the political reality.
- ❖ Note that £s will come through Midlands Connect etc – therefore need to be organised to influence direction of spend
- ❖ Relationships with wider geographies e.g. High Peak
- ❖ Not just transport for the sake of it, - the purpose is to enable growth and support the regeneration ambitions

GROUP 3

- ✓ Clear political priorities /focus (not lost in translation)
- ✓ Clarity of purpose, whole priority not part
- ✓ Collective/cohesive lobbying, dialogue and plan 'single voice'
- ✓ Mechanism and weight/influence – East Midlands Council influence
- ✓ Clear messages
- ✓ East/ west links – key elements to growth
- ✓ HS2 maximising associated growth/opportunities inward investment.

✓

GROUP4

- Transport demands across the area are greater than funding available – need to agree priorities
- There is no overall plan, need a strategy to prioritise not to distribute to all
- Strategy would help explain the approach we taking to the local residents and businesses
- What is the process of influencing/shaping Midlands Connect?
- Communication challenge: D2N2 LAs need better opportunities for feedback and input into both Midlands Engine and Midlands Connect and East Midlands Council. Information tends to 'filter in' rather than being systematically managed - if you are a member of a Board, it works ok but if you are not, you are out of the loop.
- Communication could be a key role for D2N2 JC
- Critical aspects on communication are around pace and scale and any processes need to work well at regional level - without cumbersome membership of Boards etc. 'Executive' needs have this role and make a dedicated effort to make it work. If D2N2 is a solution, how will this be resourced?
- Transport and other workstreams must not be compartmentalised but need to be integrated with spatial planning, health, hospitals, schools etc
- Need a greater connection with HS2, opportunities to shape the outcomes and avoid duplication

Skills work-stream

GROUP 1

- Reskilling (perpetual) should be stressed
- Robotisation and adapting to technological change will be a key skills challenge
- Adapting to working longer (older working population)
- Engage those people who aren't economically active – we haven't made a real impression on this problem
- Now dealing with three generations of worklessness
- Support for getting into work for all age groups
- Complexity of skills funding streams is impossible for employers to understand: help employers connect with people looking for work
- Too much complexity and too much 'bidding' creates an overhead and reduces expertise input
- Job readiness, from schools and colleges and throughout all age groups. Suggestion is to 'operate in business hours' ie as if you were at work. Joined up thinking needed on this and skills generally.

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GROUP 2

- ❖ Skill strategy- there is a deficit of local authority reflections/ input into needs assessment
- ❖ All ages – need to ensure focus of interventions are equitable
- ❖ FEs not dynamic enough – they are demand-led, not needs focused
- ❖ FEs not 'futures thinking' enough – only think short to medium term at best. What are the longer term implications of economic shift and Brexit?
- ❖ No long term thinking on what the economy will look like
- ❖ Opportunities now presented through the Industrial Strategy and Apprenticeship Levy – need to organise ourselves around these
- ❖ Relationships with schools – e.g. careers advice needs to significantly improve
- ❖ Pin our skills strategy to an evolving economy – need to build in resilience
- ❖ How much do we want to influence or react to the economy?
If we can't solve the bigger picture – what can we interact with?

GROUP 3

- ✓ Shift in work /employment types presents a political challenge – skills available
- ✓ Apprenticeship Levy: collective approach to align provision with need/skills – brokering/commissioning
- ✓ Work readiness – key to productivity school leavers; employment – ability to influence and coordinate this

GROUP 4

- ACTION is needed: focus on making a difference in one area – secure a consensus for one area, develop a delivery plan and make a big impact with local authorities
- Need to see some differences – pitched at rural, market towns, cities
- Could pool our own levy – advantage in terms of commissioning, create a surplus - but risk of introducing more on-costs (management etc)
- Joint identification of local areas' procurement – use levy collectively to move things on.
- More viable course sizes
- Collectively shape the design of future apprenticeships - bespoke, public sector eg social care
- Older generation - employable workforce. Workforce planning, creating relevant skills for a more resilient and sustainable workforce eg ICT, Planning

- Hard to find out what local employers need and will want in the future – are we building up to a D2N2 structure?
- Need tools for business management information – how to use it, influence provision, hold providers to account
- We should be piloting projects by prototyping – creating a blueprint

One Public estate

GROUP 1

- Do we have a great enthusiasm/appetite for this?
- Do we have assets that aren't being used / subject to plans?
- Ambulance and fire stations being separately dealt with e.g. Newark with a underutilised police station
- How do we get leverage over assets that others have a best value duty over?
- Housing completions – long delays between permission and delivery – how do we grow small and medium sized builders? And give them access to working capital?
- How do we work together to improve housebuilding rates across Derbyshire/Nottinghamshire– collaborative action to support local delivery vehicles
- Tackle land-banking.

GROUP 2

- ❖ Should be easier to achieve as it is largely in our control
- ❖ Relationships with other partners - how to engage the private sector e.g. on co-location.
- ❖ Cultural issues – organisational identity etc
- ❖ Is the OPE about 1 organisation handling marketing and sales of land – and how do things get prioritised?

GROUP 3

- ✓ Unlock resources. Land. Unlock opportunities services/external contracts
- ✓ Focus on need not developer wants
- ✓ Link to rationalisation of health plan /STPs
- ✓ Wider efficiencies and scale by collaboration what's possible

GROUP4

- In Nottinghamshire they are pooling information - the STP fits into this
- Why isn't housing a priority? Need to improve the rate of housing development
- How do you scale up this discussion to D2N2?
- Spatial needs to be a part of OPE
- Is the aim cost reduction? Income generator.
- Broxtowe has had great difficulty negotiating with MoD to unlock plots of land. Government needs to get its own house in order
- D2N2 housing theme would be good...but development company, governance could be difficult. Politics of directorship.

Next steps

GROUP 1

- Develop a housing workstream
 - Develop an economic growth/ business workstream
 - Need to confirm - are we up for it?
 - Relationships, trust, understanding for the joint committee - needs Terms of Reference but need to make sure don't get hung up on governance – there is a collective lobbying strength
 - Logistics - start with trust and relationship building. Need to take account of the impact of elections – be flexible on timing if moving to formal meetings
- Too soon to deal with the details of governance. Use common ground on priorities to build trust, form should follow function, three topics plus housing, add value and then commit to stronger governance. Link with devolution?

GROUP 2

- ❖ Simple terms of reference please
- ❖ Don't get obsessed with structure
- ❖ The three themes proposed seem to be the right ones
- ❖ Other core areas – not sure?
- ❖ On the back of updates – need to ask the 'so what' question to drive action
- ❖ Form follows function
- ❖ LEP relationship with LAs!

GROUP 3

- ✓ Go forward ? Yes to proposal - gives structure , effective governance
- ✓ Needs co-ordination, secretariat support/venue
- ✓ Do it properly – quality outfit
- ✓ Don't fall behind others
- ✓ Reflect purpose through committee/group chair/structure around reality (government expectations)

GROUP 4

- Focus on where we can make a difference – on an area of delivery – action. Do not spend too much time talking and deliberating, it's too costly to get together, has to make a concrete difference
- Like the informal beginning, need to build trust
- Needs a real purpose, something to deliver solid outcomes and makes sense to scale up, Transport makes the most sense, a single issue on skills and housing
- Devolution CA is not on the agenda, nor governance
- Have to do more to foster communications and relationships, need to build connections at all levels.
- Chief execs need to know each other better – building at different levels. Should have a seating plan which forces connections and opportunities to meet or work together. N2 colleagues find the N2 EPC good at fostering trust and respect
- Civil servants need to have a better understanding of functioning economic geographies – different issues require different spatial conversations
- Have to have the LEP Chair here as an equal partner and to help drive the direction of travel

**Draft Terms of reference for the D2N2 Joint Committee for
Economic Prosperity (v3)**

1.0 Core Purpose

- 1.1 The D2N2 Joint Committee will provide a strategic, formal discussion and decision-making arena in which the constituent local authorities will work collectively to secure demonstrable improvement to the level and sustainability of economic growth in the region which would not be achieved by individual authorities acting alone.
- 1.2 This will be achieved through:
- i. The provision of strategic oversight by constituent members across the suite of existing D2N2 LEP and local authority economic and infrastructure strategies, ensuring coherence of objectives and priorities in new funding, development and regeneration proposals.
 - ii. Discussion and collective challenge in the development of new local authority strategies that support growth and specifically, encouraging the alignment of appropriate resources.
 - iii. Collective discussion to develop and agree economic objectives and priorities to support robust decision-making by the LEP Board.
 - iv. Ensuring such objectives fully reflect the diverse needs of the area and address the challenges of securing economic growth in city, urban, market town and rural areas.
 - v. Ensuring appropriate representation of, and engagement with, local communities and businesses.
- 1.3 The D2N2 Joint Committee will demonstrate continued commitment to joint working by local authorities in the region, building on the existing D2 and N2 Joint Committee arrangements and the collective work being undertaken on regeneration programme delivery and the previous draft devolution work.
- 1.4 The Joint Committee will work collaboratively with the D2N2 Local Enterprise Partnership (LEP) and will form part of its wider governance and decision-making arrangements (see section x for details).
- 1.5 The D2N2 Joint Committee is constituted under Section 9EB of the Local Government Act 2000 and pursuant to Regulations 3,4,5,6 and 7 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 1.6 The D2N2 Joint Committee **is not a combined authority** as set out in the Local Democracy, Economic Development and Construction Act, 2009 or the more recent Cities, Local Government and Devolution Act, 2016.

- 1.7 No powers will be ceded from member authorities to the Joint Committee unless agreed by individual authorities.

2.0 Scope of the D2N2 Joint Committee

- 2.1 The D2N2 Joint Committee will assist member authorities to realise their shared ambitions across, but not limited to, three core themes:

- I. Provide strategic political oversight of the One Public Estate programme
- II. Lead the strategic approach to employment and skills
- III. Lead the strategic approach to transport

- 2.2 Other matters relating to, supporting strategic economic growth may be considered by the Joint Committee on regular or ad hoc basis

- 2.3 These ambitions will be realised by:

- i. Providing strategic oversight to economic strategies covering the D2N2 area and exerting collective influence on these strategies, including the D2N2 Strategic Economic Plan to create 55,000 new jobs and 77,000 new homes.
- ii. Providing a single, collective voice for relevant local authorities and ensuring stronger representation in key relationships such as the D2N2 LEP and Chamber of Commerce.
- iii. Providing a strong, collective voice and exerting influence on wider geographical economic strategies including, the regional implementation of the Industrial Strategy, Midlands Engine, Midlands Connect and HS2.
- iv. Actively reviewing and assessing the impact of strategy implementation and associated investment plans.
- v. Actively engaging at strategic level with the various communities involved in economic development through the business and voluntary sectors to ensure a two-way dialogue and partnership approach to developing and implementing priorities.
- vi. Actively working to resolve issues that arise and which threaten progress on the realisation of the region's ambitions.
- vii. Optimising economic intelligence and ensuring appropriate action by sharing knowledge, expertise and experience and the commissioning of specific analysis as required
- viii. Receiving reports from constituent members, and others as appropriate, which are relevant to the agreed work programme of the Committee.
- ix. Developing an integrated approach to how property assets are used, assessed and managed/ rationalised to support service transformation, deliver greater efficiency savings and bring forward development with wider regeneration and economic benefits.

- x. Having oversight of the delivery of the refreshed D2N2 Skills and Employability Strategy 2016-2020 and endorsing/ assessing the impact of programmes set by the Skills Commission.
- xi. Having strategic oversight and ensuring co-ordination of investment and grant funding (e.g. LGF, RGF, HCA etc) to support economic and infrastructure objectives in the region.
- xii. Having strategic oversight and consideration of the programmes developed by the HS2 Programme Board.
- xiii. Making recommendations to the D2N2 LEP on its investments and other priorities and having oversight of the decisions of the Inward Investment Board.
- xiv. Ensuring the potential economic, investment and resourcing benefits stemming from the overlap or contiguity with other LEP areas are fully maximised.

3.0 Themes And Work Programme

- 3.1 One Public Estate:** working with other public sector providers, an integrated approach to how local authority property assets are used and managed to support service transformation, deliver greater efficiency savings and to bring forward wider regeneration and redevelopment ambitions.

The Joint Committee will provide a strategic platform for the delivery of the OPE programme by enabling political oversight and accountability. The Joint Committee will receive reports from the D2 and N2 Strategic Land and Assets Boards.

OPE Work Programmes:

The following list provides an outline of potential work areas for One Public Estate. The Joint Committee may commission or over-see additional activity:

- i. Management of property assets to support service transformation, deliver greater efficiency savings and bring forward developments with economic benefits.
- ii. To deliver and develop land for economic regeneration and housing where need is demonstrated through local plans.
- iii. To support, influence and monitor the Nottinghamshire and Derbyshire OPE steering group.
- iv. To demonstrate a strategic way of working that would greatly support the OPE programme going forward and provide the basis for a future devolution deal.

3.2 Employment and Skills: enabling and aligning collective efforts and resources to supporting people into work and ensuring the needs of business and availability of skills are aligned.

The Joint Committee will provide a strategic platform for the co-ordination delivery of appropriate employment and skills programmes by enabling political oversight and accountability. The Joint Committee will support and secure delivery of the refreshed D2N2 Skills and Employability Strategy 2016-2020, through better aligned resources to support skills development and ultimately, better outcomes.

Employment and Skills Work Programmes:

The following list provides an outline of potential work areas for employment and skills. The Joint Committee may commission or over-see additional activity:

- i. Support delivery of Area Based Review outcomes, working closely with local further education and sixth form colleges.
- ii. Work in closer partnership with FE Colleges to influence the development of 'outcome agreements' aligning employer needs with provision
- iii. Co-ordinate SME access to apprenticeship provision and suitable candidates
- iv. Ensure that appropriate standards are developed to meet the needs of the D2N2 key sectors
- v. Develop and deliver a strategic response to employment and skills opportunities resulting from key investments such as Midlands Engine and HS2 – working with colleges and employers
- vi. Increase the number, visibility and co-ordination of graduate level jobs across D2N2
- vii. Closer working with DWP services to integrate national provision at a local level
- viii. A cohesive careers and employability service supported by localised commissioning

3.3 Transport: providing a single, shared arena for strategic transport and highway discussions and ensuring alignment of appropriate resources to support wider regeneration and economic ambitions. Providing 'additionality' to transport and highways initiatives through a co-ordinated programme of investment to lever additional funding for shared transport priorities.

The Joint Committee will provide a strong, collective and credible voice in responding to national infrastructure projects such as HS2, Midlands Connect and the East Midlands 'seven C's' group, ensuring greater influence in shaping sub-national transport policies.

Transport Work Programmes:

The following list provides an outline of potential work areas for transport. The Joint Committee may commission or over-see additional activity:

- i. Establish or act as a local transport board (LTB) in order to co-ordinate large local authority infrastructure projects.
- ii. Consider pursuing an Advanced Quality Partnership Scheme (AQP, by virtue of the Buses Bill 2016, to introduce bus improvement measures such as broadening the categories of service standards, smart ticketing etc.
- iii. Produce a pipeline of local transport infrastructure projects to ease congestion and open up new employment sites.
- iv. Improve the efficiency of the road network.
- v. Improve sustainability of transport links through improvements to the bus network and accessing the 2015-2020 Sustainable Travel Fund.
- vi. Support the implementation of smart ticketing for the bus network across D2N2.
- vii. Enhance access to employment sites through improving connectivity.

4.0 Joint Committee Rules and Procedures

4.1 Membership

- I. The Joint Committee will be made up of the Leader or Mayor from each of the member authorities. Full membership is open to all local authorities within the D2N2 LEP area, providing the authority gives its formal consent
- II. A list of consenting members is provided in Annex 1 (*to be completed*).
- III. Political proportionality rules will not apply.
- IV. Each authority may individually terminate its membership of the Joint Committee by providing written notice of its intention to leave after twelve months to the Chair or the Secretary. At the end of this twelve months period, but not before, the Council will be deemed to no longer be a member of the Joint Committee.

4.2 Substitutes and Vacancies

- I. Substitutes: each member authority to have a named substitute member, who will be selected as per that authority's rule of substitution.
- II. Casual vacancies: a vacancy on the Joint Committee arises when a councillor resigns from the membership of the Joint Committee. Each member authority will fill vacancies for their representative on the Joint Committee in

accordance with the arrangements in its constitution.

- III. Resigning and removal: a council may decide in accordance with its procedures to remove its representative from the Joint Committee at any time and upon doing so shall give written notice to the host authority of the change in its representative.
- IV. A council representative may resign from the Joint Committee at any time by giving notice to the appointing council who will inform the host authority.
- V. In the event that any member resigns from the Joint Committee or is removed from the Joint Committee by his or her council, the council shall immediately take steps to nominate and appoint an alternative member to the Joint Committee, in accordance with the agreed arrangements
- VI. Non-attendance at meetings: Where a council representative fails, throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Joint Committee then the host authority shall recommend to the relevant council that due consideration be given to removing the member from the appointment to the Joint Committee and the appointment of a replacement member from that council.

4.3 Conduct

- I. All councillor members must observe the Code of Conduct of their appointing council and any related protocols as agreed by the Joint Committee

4.4 Chair of the Joint Committee

- I. The Joint Committee will appoint a Chair and Vice-Chair at the beginning of the municipal year. The Chair is to be appointed from a city or county council, rotating annually between D2 and N2. The Vice-Chair will be appointed from a district or borough council and will be appointed from either D2 or N2 whichever is not represented by the Chair.
- II. The Chair and Vice-Chair shall, unless she/he resigns or becomes disqualified, continue in office until her/his successor becomes entitled to act as Chair in the following municipal year.
- III. In the event of a resignation or disqualification of the Chair or Vice-Chair a new Chair or Vice-Chair will be appointed at the next meeting.

4.5 Meetings of the Joint Committee

- I. There shall be a minimum of six ordinary meetings of the Joint Committee each municipal year. In addition, extraordinary meetings may be called from time to time.
- II. An extraordinary meeting may be called by the Chair, by four members of the Joint Committee or by the Secretary of the host authority.
- III. Meetings of the Joint Committee will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.
- IV. Urgent, virtual meetings facilitated via teleconference, video conferencing or other remote working methodologies may be called by the Secretary, in consultation, where practicable, with the Chair and Vice-Chair of the Joint Committee, in response to receipt of a written request, addressed to the Secretary, which sets out an urgent item of business within the terms of reference of the Joint Committee:
 - from and signed by two members of the Joint Committee; or
 - from the Chief Executive of any of the member authorities.

Any such virtual meeting must comply with the access to information provisions and enable public access to proceedings.

- V. The **location of meetings** will rotate between members with an emphasis on accessibility and at the discretion of the Chair. The dates and locations of the Joint Committee will be agreed a year in advance.

4.6 **Quorum**

A meeting cannot take place unless at least 60% (rounded up) of voting members (or their nominated substitutes) are present.

4.7 **Attendance at Meetings**

- I. The Chair may invite any person, whether a member or an officer of one of the member authorities or a third party, to attend the meeting and speak on any matter before the Joint Committee.
- II. Third parties may be invited to attend the Joint Committee on a standing basis following a unanimous vote of those present and voting.
- III. Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in Joint Committee meetings will be subject to the discretion of the Chair.

4.8 **Sub-committees and Advisory Groups**

- I. time limited advisory groups may be established from time to time by the Joint Committee to undertake specific task-based work.
- II. The work undertaken by an advisory group will be scoped and defined beforehand, together with the timeframe within which the work is to be completed and the reporting time for the outcome of the work.
- III. The procedure rules and also the **Access to Information** provisions set out at paragraph 4.15 shall apply to meetings of any sub-committees of the Joint Committee

4.9 **Agenda items**

- I. The Secretary shall settle the agenda for any meeting of the Joint Committee after consulting, where practicable, the Chair or in their absence the Vice-Chair; and shall incorporate in the agenda any items of business and any reports submitted by:
 - the Chief Executive of any of the member authorities;
 - the Chief Finance Officer to any of the member authorities;
 - the Monitoring Officer to any of the member authorities
 - any member of the Joint Committee

Where a member of the Joint Committee requests an item, the member must give the Director of Legal Services of the host authority written notice at least 10 working days before the date of the meeting.

4.10 **Notice of meetings**

- I. Ordinary meetings will take place in accordance with a programme decided by the Joint Committee, and will start at the time decided by the Joint Committee. Members of the Joint Committee will be given at least 5 clear working days' notice of a meeting of the Joint Committee (unless the Chair is satisfied that there is good reason to hold an urgent meeting)
- II. Notice will also be published digitally on the host authority's (secretariat) website, as a minimum, and by sending copies to each of the authorities and by any means the Joint Committee considers appropriate

4.11 **Attendance and conduct**

- I. At every meeting, it shall be the responsibility of each member to enter his/her name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.
- II. Members of the Joint Committee will be subject to their own authority's Code of Conduct.

4.12 Allowances and Expenses

Each council has the discretion to pay its representative on the Joint Committee special responsibility allowances and to reimburse reasonable expenses incurred. No allowance or expenses payments will be made by the Joint Committee to council members. Any allowances or expenses which may be made to councillor members arising out of Joint Committee membership shall be determine and borne by the appointing council for each Joint Committee member individually.

4.13 Order of Business

- I. The order of business at each meeting of the Joint Committee will be:
 - a) Apologies for absence
 - b) Declarations of interests
 - c) Approve as a correct record and sign the minutes of the last meeting
 - d) Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
 - e) Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public
- II. The person presiding at the meeting may vary the order of business at the meeting.

4.14 Disclosable interests, pecuniary or otherwise

- I. If a Member is aware that he/she has a disclosable interest in any matter to be considered at the meeting, the Member must state this interest to the Joint Committee.
- II. Where a member has a disclosable interest in any business of the Joint Committee, the Member may attend the meeting (or a sub –committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

4.15 Report to the Joint Committee

The publication of reports or recommendations is subject to the exclusion of any exempt or confidential information as defined in the rules on access to information in the Local Government Act 1972 (as amended).

4.16 **Respect for the Chair**

A Member wishing to speak shall address the Chair and direct their comments to the question being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. His/her ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

4.17 **Motions / Amendments:**

A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:

- To amend the motion
- To adjourn the meeting
- To adjourn the debate or consideration of the item
- To proceed to the next business
- That the question now be put
- That a member be not further heard or do leave the meeting
- To exclude the press and public under Section 100A of the Local Government Act 1972

4.18 **Voting**

- I. Wherever possible the Joint Committee will reach decisions by consensus among members. Should a formal vote be required each full member shall have one vote.
- II. Voting at meetings shall be by show of hands.
- III. On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.
- IV. In recognition of the significant impact that some decisions made by the Joint Committee could have on the member authorities, and to ensure that the existing democratic mandate of each member authority is respected and preserved, decisions concerning a number of matters will qualify for Reserved Status. Decisions made by the Joint Authority regarding matters with Reserved Status will be by:
 - a simple majority of those present and voting (provided that the member authority so affected forms part of the deciding majority); *Unless*
 - any enactment requires it to be unanimous or such other majority as may be specified in such case it will be decided by that majority.

- V. The following decisions shall have Reserved Status and can only be approved with a unanimous vote of member authorities present and voting:
- decisions on any transport related matter which relate to the Transport powers of any of the member councils
 - decisions which have a significant impact on Planning and Housing functions for a local authority.
 - change to the Terms of Reference;

5 **Hosting and Administration**

- 5.1 The Joint Committee will be hosted by the Chair's authority and the Monitoring Officer from that authority shall be Secretary to the Committee ("the Secretary"). The Host Authority will also provide s151 and Monitoring Officer roles and legal advice to the Joint Committee
- 5.2 The administrative costs of supporting the committee will be met equally by the full members, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members
- 5.3 The **functions of the Secretary** shall be:
- I. to maintain a record of membership of the Joint Committee and any sub-committees or advisory groups appointed;
 - II. to publish and notify the proper officers of each member authority of any anticipated "key decisions" to be taken by the Joint Committee to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
 - III. to carry out such notification to and consultation with members of any appointing member authority as may be necessary to enable the Joint Committee to take urgent "key decisions" in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;
 - IV. to summon meetings of the Joint Committee or any sub-committees or advisory groups;
 - V. to prepare and send out the agenda for meetings of the Joint Committee or any subcommittees or advisory groups; in consultation with the Chair and the Vice Chair of the Committee (or sub-committee/ advisory group);
 - VI. to keep a record of the proceedings of the Joint Committee or any sub-committees or advisory groups, including those in attendance, declarations of interests,
 - VII. and to publish the minutes;
 - VIII. to take such administrative action as may be necessary to give effect to decisions of the Joint Committee or any sub-committees or advisory groups;

IX. to perform such other functions as may be determined by the Joint Committee from time to time.

5.4 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each member authority is to co-operate with the Secretary in fulfilling any requirements.

5.5 Any Freedom of Information Act requests received by the Joint Committee should be directed to the relevant member authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more member authorities, they will liaise with each other before replying to the request.

5.6 **Scrutiny Arrangements:** each member authority which operates executive arrangements will be able to scrutinise the decisions of the Joint Committee in accordance with that authority's overview and scrutiny arrangements.

5.7 **Staffing / working groups**

- I. Each member authority may name an officer or officers to work collectively on matters arising from the work programme and in pursuance of the core purpose of the Joint Committee.
- II. The working Group will reflect the membership of the Joint Committee in so much as there will be officers from counties, unitaries, districts and be a balance of D2 and N2 officers

The Working Groups will report jointly to Chief Executives.

5.8 **Winding up of the Joint Committee**

The Joint Committee may be wound up immediately by a unanimous vote of all member authorities.

5.9 **Amendment of this Constitution**

This Constitution can only be amended by resolution of each of the member authorities.

A Vision & Purpose for the Joint Committee

Presentation to the Derbyshire &
Nottinghamshire Joint Leaders Meeting
– 10th February 2017

Anthony May

Potential JC Vision

A Mission Statement for Enhanced Co-operation

Commitment to a **common purpose to improve economic outcomes for residents and businesses** through a Joint Committee, which will enable authorities to develop enhanced relationships and joint working practices.

Through taking a joint approach, sharing knowledge and reducing duplication it will enhance **local government efficiency** and facilitate the development of **strategic approaches** to Transport, One Public Estate, and Skills & Employment, which are key to **driving economic growth and regeneration across the area.**



Rationale – Joint Committee

A Joint Committee is an opportunity to:

- **Lever greater external funding,**
- Enhance the **efficiency, effectiveness and innovation** of local government,
- Maximise **value for money,**
- Generate **greater influence,**
- Create opportunities for **economic growth** and encourage **greater private investment,** and
- Act as a platform for **formal joint working.**

Joint Committee Agreed Themes

Focus will be on:

- **Transport** – Working together on strategic infrastructure developments.
- **Skills & Employment** – Working to align current and future skills needs .
- **One Public Estate** – Working together on the delivery of our shared estate.



Potential Shared Opportunities

A Joint Committee could....

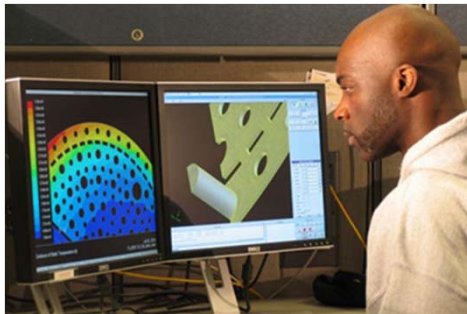
- Maximise the funding available to support economic growth across Nottinghamshire and Derbyshire through a **strategic investment approach**.
- Raise the **profile and reputation** of Nottinghamshire and Derbyshire to enhance inward investment and maximise business rate retention.
- Facilitate shared policy positions to leverage **greater influence and lobbying weight** over national policies.



Potential Shared Challenges

A Joint Committee could address the need to...

- Maximise **sector strengths** and **support emerging high growth sectors** - ensuring jobs growth for residents.
- **Improve outcomes on skills**, to ensure that residents can access jobs and career development opportunities.
- Ensure our public transport system and highways infrastructure **can facilitate future economic growth**.



Transport Work Stream

Potential work areas to generate added value:

- Platform for greater influence/ lobbying with Government; build support and profile for Midlands Connect etc
- Links to HS2 Board – Toton and Chesterfield stations. HS2 investment prospectus.
- Shared Infrastructure Investment Plan – linked to D2 and N2 work
 - Major and strategic route strategies
 - Public transport
 - Smart technology
 - Transport planning and wider growth/ regeneration ambitions

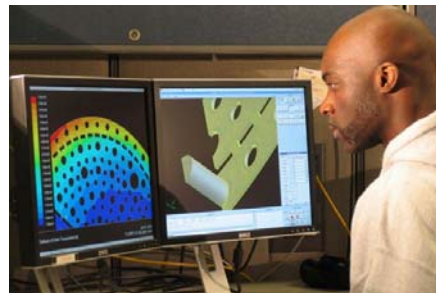
Also potential for links to wider infrastructure discussions around digital infrastructure and energy infrastructure



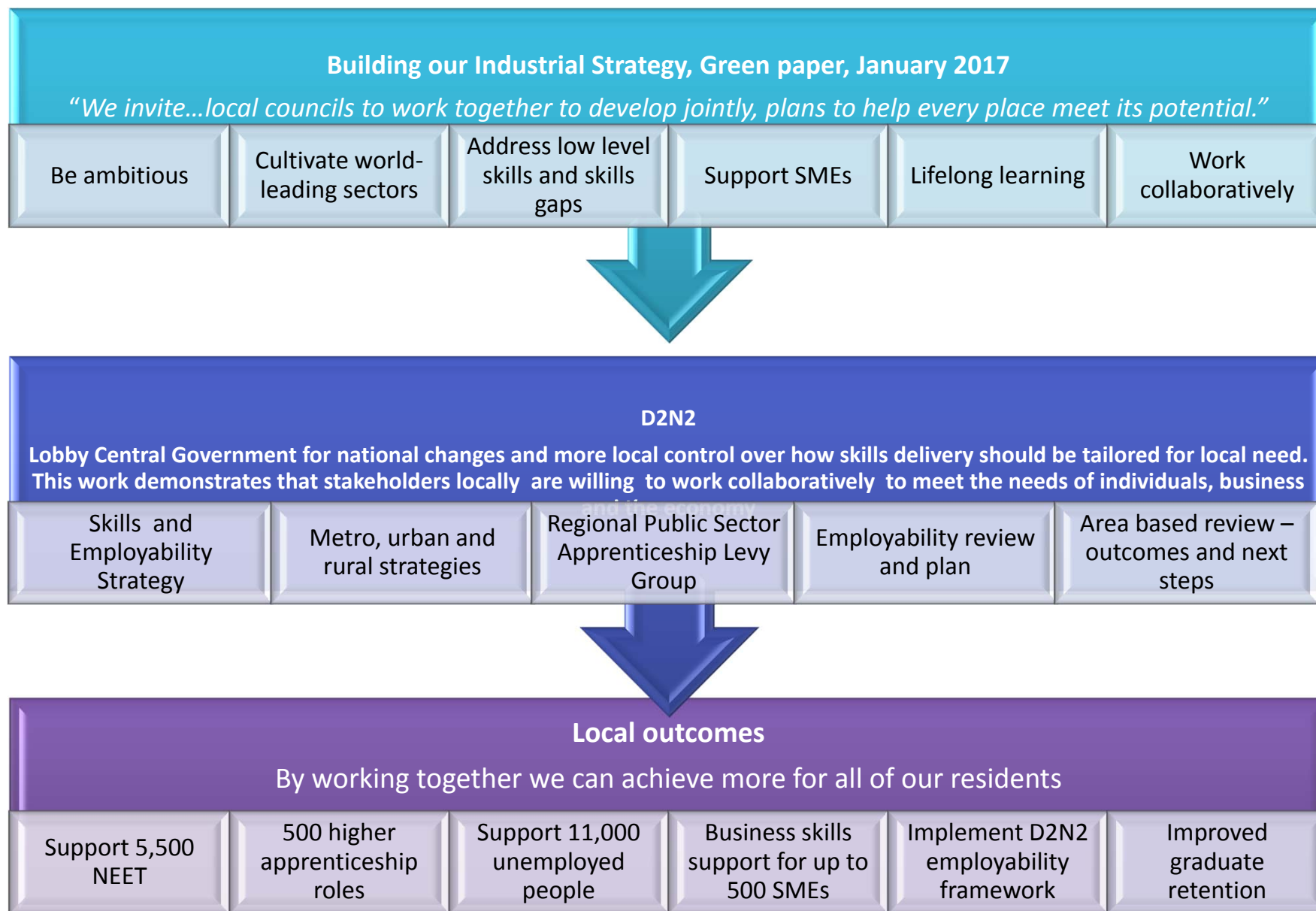
Skills Work Stream : thinking globally and reacting locally

Potential areas of activity to generate added value:

- Identification of future skills requirements and current skills gaps across Nottinghamshire and Derbyshire, feeding into a D2N2 Skills Strategy and informing a coherent response to the emerging Industrial Strategy.
- Development of a Joint D2N2 Apprenticeship strategy to address current and future skills requirements.
- Development of a strategic programme to maximise graduate retention across D2N2 building upon the lessons learnt from the N2 FUSE graduate retention pilot.
- Utilising shared expertise to create appropriate solutions to address shared skills issues, while maintaining the flexibility for partners to address more localised skills issues.



Skills: think globally, react locally



One Public Estate Work Stream

Potential areas of activity to generate added value:

- Strategic discussion around regeneration and investment strategies – transport etc
- Facilitation of the strategic use of land resources - identification of strategic employment and housing sites
- Exploration of solutions to increase housing completion rates
- Strategic debate to support service transformation
- Enhanced partnership working around asset management policies , shared assets, service alignment, maximising revenue streams



The Way Forward

Anthony May

Joint Working Roadmap



Early – Mid 2017

Phase 1: Informal Joint Committee (Trust & Joint Working)

- Enhanced Data Sharing
- Policy Alignment
- Strategic Site Development Recommendations
- Relationship Building

**Mid 2017
Onwards**

Phase 2: Formal Joint Committee (Initial Stage)

- Enabling Strategic Policy Responses
- Platform for Enhanced Engagement with Government & Regional Initiatives
- Platform for Enhanced Engagement with MP's
- Explore Ways to Maximise Current Resources to Support Economic Development
- Exploration of Solutions to Accelerate Housing Delivery

**Future Date:
Consent
Required**

Phase 3: Formal Joint Committee (Enhanced Stage)

- Strategic Decision Making Related to Agreed Shared Ambitions
- Exploration of Joint Solutions to Maximise Business Rate Retention
- Platform for Exploration of Service Transformation
- Facilitating the Strategic Delivery of Housing & Employment Sites
- Enhanced Co-operation Utilising Apprenticeship Levy to Address Skills Gaps

Development of Joint Working Practices

- **Informal Joint Committee:**

- Building trust and mutual understanding of benefits and partner needs,
- Establishing effective joint working practices and,
- Defining specific work priorities focused on 3 themes.

- **Constituted Joint Committee (Initial Stage):**

- Collective policy development and response platform.
- Commissioning body for feasibility and consultancy work to realise the work priorities of the Joint Committee e.g. site development.

- **Constituted Joint Committee (Enhanced Stage):**

- Deliver agreed functions and responsibilities – demonstrating effective joint working practices.

Joint Committee Conclusions

Each potential **member of the Joint Committee** has their own unique **identity**, but also **share** a number of **common challenges and opportunities** that arise from being part of the same functional economic area.

By **working together** across areas where authorities have a shared interest, it should be possible to find innovative solutions which **will ensure that local people** and businesses **can benefit from**:

- Skills & employability training appropriate to the local economic needs,
- Increased employment and growth opportunities,
- Better and more sustainable transport links, and
- Enhanced infrastructure investment.

Next Steps

- **Prepared to go forward?**

If so:

- Logistics: meeting frequency, chair, secretariat, locations
- Relationship with LEP
- Core business items e.g. HS2 (stations and growth zone work), Midlands Engine, Midlands Connect
- Updates on items: e.g. D2N2 LEP, East Midlands Council, Metro Strategy, northern LEP growth zone
- Others?